



PARKS AND RECREATION DEPARTMENT

200 N. Foster
Lansing, Michigan 48912
(517) 483-4233 (Voice)
(517) 483-4479 (TDD)
(517) 377-0179 (Fax)

Dear Instructor,

Thank you for your interest in Lansing Parks and Recreation! We are pleased you want to share your talents with our residents! We offer classes year round to the Lansing area and often times have classes that fill, attracting people from as far as 40 miles away or more.

Here are some steps to partnering with our Department to offer a class:

1. Submit a complete Program Planning form (see attached). We can e-mail you the form if you prefer to type in information. Due dates are as follows:
 - a. Winter/Spring – October 1, Classes Begin January
 - b. Summer – January 8, Classes Begin June
 - c. Fall – July 1, Classes Begin October
2. Complete mandatory background check (see attached)
3. Return the Planning Form and the Background Check to the appropriate City Programmer:

Programmer	Specialty Area	Contact
Micah Lurie	Special Events/Teens	483-6029 or micah.lurie@lansingmi.gov
	General Interest/Sports/Seniors/Letts Building	483-6030
Gloria Lewis	Fitness & Wellness/Gier Building	483-4235 or gloria.lewis@lansingmi.gov
Jodi Ackerman	Summer Camp/Afterschool	483-4211 or jodi.ackerman@lansingmi.gov
Robin Anderson-King	Dance/Home School/Foster Building	483-4293 or robin.anderson-king@lansingmi.gov
Marcus Wells	Creative & Cultural Arts/Seniors/SSCC Building	483-4290 or marcus.wells@lansingmi.gov
	Aquatics	483-4292

4. If your program is approved, and you have passed a background check, the appropriate City Programmer will be assigned to be your liaison and will notify you.
5. You will receive an Independent Contractor Agreement that you will be asked to review, sign and send back. At this time, facility arrangements will be made.

6. Your Department liaison will discuss marketing with you. Our standard marketing medias are:
 - a. Recreation Guide
 - b. Community Center publication
 - c. Press Releases to local media
 - d. If you create flyers, we will distribute them throughout the Center however they must be approved by your department liaison and include a City Seal,
7. During the registration period, you can check your registration numbers by calling or emailing your liaison. Registration Dates are as follows:
 - a. Winter/Spring – Resident: second week in Dec, Non-Resident: week after
 - b. Summer – Resident: Second week in April, Non-Resident: week after
 - c. Fall – Resident: second week in September, Non-Resident: week after*all dates are subject to change, please check with your liaison to confirm dates.
8. A registration deadline will be set between your liaison and yourself. This deadline date will be the way for the Department to determine if your class will be held. If your attendance does not meet registration minimums, your class will be cancelled and a full refund will be issued to all registrants. All of this will be managed by the department liaison. If your attendance does meet registration, we will continue to take registrations until the class start date.
9. On your first day of class you will pick up your roster in the Center's main office, or if your class is off site, your liaison will make arrangements to get you the roster.
10. You are expected to take attendance for each class and turn that in to your liaison.
11. The week of your last class, your Department liaison will submit paperwork to pay you, the instructor. Since we operate within the City of Lansing auspices, checks are printed every Wednesday; it may take 2-3 weeks for your check to be mailed out.
12. On your last day of class, please pass out program evaluations to participants. Evaluations can be completed in class or customers can fax/mail them back in.

Above we mention signing an Independent Contractor Agreement. Within this agreement the revenue sharing percentage will be outlined. The revenue will be split, with 50% going to you, the instructor, and 50% to the Department.

If you have any other questions, please feel free to contact any programmer, we will be happy to assist you.

We look forward to working with you to create community through people, parks and programs.

Sincerely,
Lansing Parks and Recreation Programmers

PROGRAM PLANNING FORM

Once this form is submitted, your program/activity is subject to approval by Lansing Parks and Recreation staff.

Program/Activity Name: _____

Instructor's Name: _____ Phone Number: _____

Address: _____
Street Address City State Zip

Instructor's Birth Date: _____ Instructor's Email: _____

Instructor's Qualifications: (feel free to attach additional info): _____

PROGRAM INFORMATION – Please use back or attach a copy if you need additional space.

Program description to be used in all publications

Benefits to the Participant: _____

Special Notes (ie-classroom set up) _____

Age Group: *(Please check as appropriate)*

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Preschool (5 and under) | <input type="checkbox"/> Youth (6-12) | <input type="checkbox"/> Teens (13-18) |
| <input type="checkbox"/> Seniors (55 and over) | <input type="checkbox"/> Family | <input type="checkbox"/> Special Events (all ages) |
| <input type="checkbox"/> Adults (18 and over) | <input type="checkbox"/> Other _____ | |

	SESSION 1	SESSION 2	SESSION 3
Starting Date			
Ending Date			
# of Weeks			
Class Days			
Class Times			
Location			
Cost for Residents: Figure should reflect fee to be advertised in publications (ie – Cost: \$30, 50% of \$30 will go to instructor)			
Maximum Number			
Minimum Number			

Office use only:

Coordinated by	Instructor Packet	Signed contract on file	Emergency info on file	Date check issued